

FINANCIAL CONTROLS POLICY

Sunray for Children

Charity number: **1201206**

Registered address:
71–75 Shelton Street
Covent Garden
London WC2H 9JQ
United Kingdom

Purpose

This policy outlines the financial controls and procedures used by Sunray for Children to ensure that funds are managed responsibly and transparently.

The charity is committed to maintaining accurate financial records and using funds only for charitable purposes.

Charity Bank Account

All funds belonging to the charity must be held in the official charity bank account.

The charity bank account is used for:

- receiving donations
- receiving grant funding
- paying approved charity expenses

No personal bank accounts may be used for charity funds.

Authorisation of Payments

Payments made on behalf of the charity must be authorised by a trustee.

Expenses must be reasonable and related to the charity's activities.

Where possible, receipts or invoices should be retained for financial records.

Financial Records

The charity will maintain accurate financial records including:

- income and expenditure records
 - bank statements
 - receipts and invoices
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These records will be used to prepare the annual financial accounts required by the Charity Commission.

Transparency and Accountability

The trustees are responsible for ensuring that funds are used appropriately and in accordance with the charity's objectives.

Financial information is reported annually through the charity's financial accounts.

Review

This policy will be reviewed periodically by the trustees to ensure good financial governance.

Approved by the Board of Trustees

Dagmar Szabo
Chair

Signature:  _____

Date: 10.01.2023

Review date: 10.01.2024